US ARMY FINANCIAL MANAGEMENT COMMAND

GFEBS Commercial Vendor Services (CVS) Analyst Payment Preparation, Certification and Reports

United States Army Financial Management Command (USAFMCOM)
Operational Support Team

Updated 07/15/2015

Action, Conditions and Standard

- **ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the functions and responsibilities of a Commercial Vendor Services (CVS) Analyst and Certifier

- **CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation and input

- **STANDARD:** access the appropriate GFEBS module to prepare a payment proposal, Certify all viable payments within such proposal and submit the data to Disbursing for payment to the applicable vendor while adhering to system procedures and maintaining Separation of Duties (SOD)

References

❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 *(Contract Payment Policy and Procedures)*
http://www.dod.mil/comptroller/fmr

❖ Department of Defense Guide for Miscellaneous Payments
http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html

❖ DFAS-IN Manual 37-100-FY, The Army Management Structure
http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

❖ Defense Federal Acquisition Regulation (DFAR)

http://www.Acq.osd.mil/dp/dfars.html

❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act) 5CFR 1315 (PPA)
http://www.fms.treas.gov/prompt/5cfr1315.pdf

❖ DFAS-IN 37-1 Regulation
http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200

References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)
https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm

- ➤ L101E   GFEBS Overview
- ➤ L201E   Integrated Process Overview
- ➤ L210E   Financials Process Overview
- ➤ L250E   Acquisition process Overview
- ➤ L251E   Accounts Payable Process overview
- ➤ L303E   GFEBS Navigation and Reports
- ➤ L410E   Introduction to Financials
- ➤ L413E   Financial Reporting
- ➤ L416   Cash balancing
- ➤ L451E   Material and Vendor Master Data Maintenance
- ➤ L454   Goods Receipt Processing
- ➤ L455   Invoice Processing
- ➤ L457E   Purchase card

❖ Theater Financial Management Support Center (TFMSC) milWiki Portal
https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC

Agenda

► **CVS Analyst and Certifier GFEBS Roles and responsibilities**

► **1st CVS Analyst responsibilities (Payment preparation)**

  ► **Payment Proposal preparation**

   ► **F110**- Automatic Payment Transactions (Payment Proposal preparation)

   ► **Changing the Status of a Payment Proposal**

    ► **F110**- Automatic Payment Transactions (Updating Statuses)

► **2nd CVS Analyst responsibilities (Payment Certification)**

  ► **Payment Proposal Certification**

   ► **F110**- Automatic Payment Transactions (Payment Certification)

► **GFEBS-DDS Interface process**

► **Check on Learning**

► **CVS Analyst Reports**

  ► Report shortcuts and Keys

  ► **ZPMT_WAREHOUSE -** Payment Warehouse Report (Unpaid Items)

   ► Exporting the report to Microsoft Excel

Agenda

- **FMFG_E_ZFZALI00 –** Federal Payment Settlement List (Paid Items)
- **FMRC –** Penalty Reason Report
- **Additional GFEBS Reports Options and Tips**

  - Generating Reports in the "Background"

  - Changing a Report "Layout"
- **Check on Learning**
- **Useful Links**
- **Questions?**

Commercial Vendor Services Analyst GFEBS Roles and Responsibilities

GFEBS Roles

Within a functional area, such as Commercial Vendor Services (CVS), users may have multiple GFEBS Roles. The type and number of roles assigned to a user depend not only on the kind of job performed, but also on the organization in which the job takes place.

Each role is granted a set of authorizations to perform the transactions required for the role. The authorizations are called transaction codes (T-codes).

GFEBS Roles are assigned in order to maintain auditability and to enforce Separation of Duties (SOD).

Deployed CVS Roles

CVS Senior Analyst (FMSU):

- Debt Interface Monitor
- BI (Business Intelligence) Reporter
- Command Budget Reporter
- Payment Interface Processing Monitor
- Bank Account Number Display
- Vendor Master Data Display
- Site Invoice Interface Processing Monitor
- Financial Reviewer

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

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CVS Senior Analyst (FMSD):

- Payment Processor
- Payment Certifier
- Bank Account Number Display
- Vendor Master Data Display
- Site Invoice Interface Processing Monitor
- Financial Reviewer
- Debt Interface Monitor
- *Payment Interface Processing Monitor (Kuwait Only)*

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

Deployed CVS Roles (Cont'd)

CVS Analyst (FMSD):

—
- ➤ Payment Processor
- ➤ Payment Certifier
- ➤ Release Blocked Invoice Processor Financial Reviewer
- ➤ *Payment Interface Processing Monitor (Kuwait only)*

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

1st CVS Analyst Responsibilities
(Payment Preparation)

1ˢᵗ CVS Analyst Functions

The 1ˢᵗ CVS Analyst is responsible for the consolidation of all available viable payment data in GFEBS prior to the certification of payments and ultimately, payment to a vendor. They are responsible for ensuring vendors due payments in accordance with the Prompt Payment Act (PPA), the applicable Financial Management regulations and local policy are included in the daily GFEBS "Payment Proposal" file.

The actions of the 1ˢᵗ CVS Analyst will ensure the 2ⁿᵈ CVS Analyst (also known as the "Certifier") has access to the due payments contained in the proposal.

Note: for the purposes of understanding that a single user cannot Create and Certify a Payment Proposal, the user Creating the Proposal will be referred to as the "1ˢᵗ CVS Analyst" and the user Certifying the Proposal will be referred to as the "2ⁿᵈ CVS Analyst".

Payment Proposal Preparation

Once all the required and applicable data is processed into GFEBS, the CVS Analyst will determine which individual contracts are ready for payment either manually or with the assistance of GFEBS (reports ran by the CVS Chief and Senior Analyst). The CVS Analyst will identify the applicable payment packets and will access GFEBS in order to initiate the Payment Proposal procedures in preparation for Payment Certification performed by the 2nd CVS Analyst (Certifier).

Example GFEBS Payment Processor T-Codes:

1st CVS ANALYST

F110- (Automatic Payment Transactions) (Payment Proposal preparation)

FBZ0- (Payment Proposal)

Payment Proposal Preparation

Payment Proposal Preparation

The primary objective of the "Payment Proposal" is to provide the CVS Team with a reliable and efficient means of consolidating and processing only the payments that are available for disbursement.

Creating the "Payment Proposal" (GFEBS Payment Processor Role) and "Certifying the Payment Proposal" (GFEBS Payment Certifier Role) are two different tasks that must be accomplished by two separate deployed CVS members (Analysts). One CVS Analyst may be granted both the aforementioned roles but will not be able to execute both due to system constraints.

How many times the Payment Proposal process is run is dependent on the type of document being proposed for payment. It is recommended the process is ran individually for each of these types of transactions:

Payment Proposal Role-Based Capabilities

Only the 1st CVS Analyst will have the ability to initiate a Payment Proposal in GFEBS:

> ~~Chief of CVS (FMSU)~~
> ~~Senior CVS Analyst (FMSU)~~
> **Senior CVS Analyst (FMSD)**
> **CVS Analyst (FMSD)**
> ~~CVS Technician (FMSD)~~
> ~~CVS Clerk (FMSD)~~

Payment Proposal

The Payment Proposal is summarized by vendors. Each vendor has up to two lines, one for the items that are blocked and the other for the amount that will be paid out. The line with the blocked items is noted by a **Red** icon   . A **Red** icon represents the open items per vendor which the Payment Program did not propose for payment, called "exceptions." There are several reasons why this could be the case (e.g. a vendor or invoice is blocked). A **Green** icon   represents the open items which the Payment Program did propose for payment. You cannot change the payment data for vendors with the **Red** icons, only with the **Green** icon.

Payment Proposal (Cont'd)

It is possible to make changes when editing the Payment Proposal. You can make changes to the payment (e.g. due date) and the items paid (e.g. payment block indicator). All changes you make here affect only the Payment Proposal. **Outgoing Payment** is the total proposed payment amount to be paid out. The number under the "Payment" column is the payment document number created after the payment proposal has been carried.

*NOTE: The **Payment Certifier** designates whether payments are blocked or not; not the **Payment Processor** (the CVS Analyst in theater may have both GFEBS roles). This will be discussed in the Payment Certification portion*

F110- Payment Proposal preparation

SAP Easy Access - User Menu

Menu ▲ | **F110** | ◄ | Log off | System ▲

Enter

NOTE: If a second "Payment Run" is needed based on circumstances or type of payment, the next number in the series must be utilized.

Automatic Payment Transactions: Status

Menu ▲ | | ◄ | Back | Exit | Cancel | System ▲ | | Status

Run Date [*]
Identification [*]

Status | Parameter | Free selection | Additional Log | P

Status

🔴 No parameters e   as yet

1 → Enter the date of the process (today) **Note**: *(placing a past date will display a prior payment run)*

2 → This number will depend on the location the user is deploying to (see the footnote)

3 → Click on the "Parameter" Tab

Currently each deployed CVS site has its own series of Payment Proposal Identification numbers:

- Kuwait- **DDU01**
- Bagram- **DDM01**
- Kandahar- **DDA01**

Automatic Payment Transactions: Parameters

Menu ▲ | | ◄ | Save Parameters | Back | Exit | Cancel | System ▲ | | Copy Parameters...

Run Date   06/25/2015
Identification   EFT80

Status | **Parameter** | Free selection | Additional Log | Printout/data medium

Posting Date   06/25/2015   Docs entered up to   06/25/2015
                              Customer items due by

F110- Payment Proposal preparation (Cont'd)

Select the Payment Method you'd like to utilize for this run (dependent on the payments that are ready to be paid). **NOTE**: *it is recommend that separate runs are conducted for EFT and for Check payments (If known, the code may be entered directly).*

Enter the desired "Posting date".   Calculate this by adding 30 days to today's date (If the result of adding 30 days falls on a holiday or weekend, utilize the next date.) then add one more day to become the "Next p/date"
NOTE: *this date will allow GFEBS to gather all files with Payment Due Dates within today's date and the date placed in this field*

Status

Posting Date

Payments control

Company codes	Pmt meths	Next p/date
ARMY	T	28/2015

5

9

4

Enter "ARMY" as the Company Code

Single-Click on the selected "Payment Method"

6

Pymt mthd selection

Selected pymt mthds

...	Name
T	Bank transfer (ACH CTX)

Remain.

...	Name
D	Bank transfer (ACH
I	US Fed IPAC Collec
L	LDA Voucher Payments
O	US Fed IPAC Payments
P	Bank transfer (ACH PPD)
T	Bank transfer (ACH CTX)
X	No Outbound Billing
Z	EA Required

Click the "Left arrow" to capture the method

7

Click "Continue"

8

F110- Payment Proposal preparation (Cont'd)

Click the "Additional Log" Tab

13

Multiple Selection for Vendor

Select Single Values (1) | Select Ranges

Single value
SCN02001
SWL95001

11

List the vendors this payment run will contain if paying Multiple vendors.

| Status | Parameter | Free selection | Additional Log | Prin |

Posting Date 06/25/2015 Docs entered up to

Option 1- The user may enter a single Vendor and move on as shown below (the run will contain only one payment). OR

Option 2- The user may enter the data below and will pull up every due vendor (9 "Z"s)

Vendor 1 to ZZZZZZZZZ

Click the "checkmark"

12

Accounts

Vendor SCN02001 to

Customer to

10

Option 3- Click to enter Multiple Vendors. (For training purposes only one vendor is used and student numbers are added to the Vendor Cage Code.)

Foreign currencies

Exchange rate type

This field should be used anytime when paying in foreign currency. (not utilized in training)

22

F110- Payment Proposal preparation (Cont'd)

Status

Click the "Status" Tab

16

Additional Log

The level of detail available concerning the errors in the Payment Proposal log is based on what the **Payment Processor** selects in this tab. Select the three below.

Required logging type
- ✓ Due date check
- ✓ Payment method selection in all cases
- ☐ Pmnt method selection if not successful
- ✓ Line items of the payment documents

14

- **Due Date Check:** Select to capture open invoices that are due soon or past due.
- **Payment Method selection in all cases:** Select to capture open invoices with any payment method.
- **Line items of the payment documents:** Select to capture line item information for invoices

Accounts required

Vendors (from/to)		Customers
1	ZZZZZZZZZZ	

Enter a "1" in the Vendors from box and Z's in the Vendors To box.

15

documents: Select to capture line item information for invoices

| Status | Parameter | Free selection | Additional Log |

Status

🟩 Parameters have been entered

The first entry in the "Status Tab" should read the following

F110- Payment Proposal preparation (Cont'd)

Automatic Payment Transactions: Status

Menu ◢   ◄ | Back | Exit | Cancel | System ◢ | | Status | **Proposal** | Payment Run

Run Date   06/25/2015
Identification   EFT80

| Status | Parameter | Free selection | Add... |

Status

☐ Parameters have been entered

Click "Proposal" to schedule it — **17**

Schedule Proposal

Start date   06/25/2015   ☑ Start immediately
Start time   00:00:00
Target computer

☐ Create

Check to start proposal immediately — **18**

Click the check mark (Schedule) — **19**

The second "Status Tab" entry should read the following:
⚠ Proposal is ready to be started

| Status | Parameter | Free selection | Additional Log | Printout/data medium |

Status

☐ Parameters have been entered
⚠ Proposal is ready to be started

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F110- Payment Proposal preparation (Cont'd)

Status

Click the "CEFT" button (this step will only be taken when the proposed payment is an EFT)

20 → Status | Ceft

Run Date   06/25/2015
Identification   EFT80

Click Status

22 ← | Status | ...lection | Additional Log | Printout/data me...

For Training only- Close the window

21 → ☒

*** CEFT Vendor Interface Summ...

SeqNo	Message Text
1	Error - ECC/XI/CEFT Connection Failed
2	>>> Error: vendor SCN02001 update attempt failed
3	SUMMARY OF VERIFICATION:
4	1 vendors sent to CEFT for verification
5	0 vendors received from CEFT for verification
6	1 vendors needed NO updates
7	0 vendor...
8	0 vendor...
9	1 vendor...
10	0 vendor...

The second "Status Tab" entry should now read the following:

Payment proposal has been created and ready for Certification.

☐ Pa...
⚠ ...

ctions

Cancel | S...

Identification   EFT81

In the production environment, these should not have any errors. But if there are, take the proper steps by researching the issue and updating the applicable Master Data Record documents.

| Status | Parameter | Free selection | Additional Log |

Status
🟩 Parameters have been entered
🟩 Payment proposal has been created

2nd CVS Analyst responsibilities

(Payment Certification)

2nd CVS Analyst (Certifier) functions

The Certifier is responsible for the in-depth review of all data processed in GFEBS prior to executing a payment to a vendor. They are responsible for ensuring all steps of the payment preparation process were taken in accordance with the applicable Accounts Payable regulations and local directives prior to payment Certification. This includes but is not limited to ensuring that Purchase Requests, Purchase Orders, Invoices, Receipts and Vendor Master Data were properly posted to GFEBS in accordance with the original documentation.

*"Certifying Officers are automatically pecuniarily liable if there is a fiscal irregularity. This is known as the "__**presumption of negligence**__" (28 U.S.C. 2512 and 31 U.S.C. 3527). A fiscal irregularity is either a physical loss of cash, vouchers, negotiable instruments, or supporting documents; or an **erroneous (i.e., illegal, improper, or incorrect) payment**.*"

DoDFMR, Volume 5, 330701

Payment Proposal Certification

Once the "Payment Proposal" is completed by the 1st CVS Analyst, the Certifier or "2nd CVS Analyst", will access the same data to ensure all payments contained in the file are in fact due and that they were prepared in accordance to the applicable regulations and local directives.

This is the last step of the CVS payment process prior to forwarding the payment to Disbursing for payment to the vendor.

Example GFEBS Payment Certifier T-Codes:

	2nd CVS ANALYST (CERTIFIER)
F110-	(Automatic Payment Transactions) (Payment Proposal Certification)
FBZ0-	(Payment Proposal)

Payment Certification Role-based capabilities

Only the 2nd CVS Analyst will have the ability to Certify a Payment Proposal in GFEBS:

> ~~**Chief of CVS (FMSU)**~~
> ~~**Senior CVS Analyst (FMSU)**~~
> **Senior CVS Analyst (FMSD)**
> **CVS Analyst (FMSD)**
> ~~**CVS Technician (FMSD)**~~
> ~~**CVS Clerk (FMSD)**~~

Payment Proposal Certification

F110- Payment Certification

Enter the desired Payment Proposal information if not displayed and press enter

1

Click the 1st Proposal Button

2

| Proposal | Proposal | Proposal | Ceft |

Automatic Payment Transactions: St

Menu ▲   Back   Exit   Cancel   Syste

Run Date   06/25/2015
Identification   EFT 80

1st Proposal Button: Used to Edit the Payment Proposal to block/unblock an invoice from/for payment

2nd Proposal Button: Display the Payment Proposal to certify the oposal

3rd Proposal Button: Display the Proposal log to verify the log and identify any "system" errors

| Status | Parameter | Free selection |

Invoice f

Status

Status
🟩 Parameters have been entered
🟩 Payment proposal has bee

Always select "All Accounting Clerks"

3

Accounting clerk   ✕

◉ All accounting clerks
◯ Selected accounting clerk | ▢

Click "Continue"

4   ✔ ✖

F110- Payment Certification
(EDITING ONLY)

This screen is shown when the 2ⁿᵈ Proposal button is clicked

Click "Choose" to view the line details

Save	Ba...		6 ➡	Choose	Change	Back from find	Recalculate withholding tax

Payments/exceptions

Ty...	Ty...	Vendor	Customer	Payment recipient	Payment	...	Crcy	BusA	BP	Name 1	City
🟩	🟩	SAB65			F110000001		USD			HAMA TRADING & CONTRACTING COMPANY	KUWAIT CITY
🟩	🟩	SAB65			F110000002		USD			HAMA TRADING & CONTRACTING COMPANY	KUWAIT CITY

⬆ 5

Single-Click on the line you wish to Edit

Run On	08/07/2014	EFTTO		Snd. CC	ARMY

Selected Group

Vendor	SAB65	Currency	USD	Payment Method	T
Customer		Business Area		House Bank	TREAS TRSFR

Paid items

...	CoCd	DocumentNo	Year	Item	Branch	PM	Crcy	Hous...	BnkT	Err	Reference
	ARMY	5105603284	2014	4		T	USD				526304

If the CVS Analyst determines the payment should not be made, he would Block the invoice from payment and have the Clerk or Technician process the proper corrections in the system to make the payment viable. If a payment has a "Red" icon, changes have to be made to the document prior to continuing

F110- Payment Certification
(EDITING ONLY)

Click "Back" to return to the payment proposal

Click the "Change" button to block a payment (only done if the payment is not viable)

Ed
posal: Open Items

| Menu | e | Back | Exit | System ▲ | | Sort... | Change | 7 |

Run On   EFTTO   Snd. CC   ARMY

Change Line Items

Verify all data is correct (may scroll right to view all the proposed payment details). Single-Click on the item you wish to block.

Block		**Payment met**
Payment Block	B	Payment Method
		Pmt meth.supl.

Payment Block Key (1)

▶ | Restrictions

Block ind.	▲	Description
		Free for payment
*		Skip account
A		Locked for payment
B		Blocked for payment
C		PowerTrack Block
D		Blocked for DiscTerm
E		FAS-Interfund
F		Fast Pay Block
G		Processed for 1080
H		CISIL LIV Paymt Blck
I		CML:InvestorContract
J		EA Required
K		EA Pending
L		EA Rejected
M		Misc Pay Block
N		Postprocess inc.pmnt
O		TBO payments
P		Payment request

Payment terms
Baseline Date   /02/2014
Days/percent   0.000 / 0   0.00
Discount base   6,420.20   USD

8

...	CoCd	DocumentNo	Year	Item	Branch
➡					

The user has the option to "Block" the invoice from payment if the payment data is not viable (option "B" is the preferred method). Note: when blocking a payment in the proposal, it blocks it for only this payment run and not for all future runs.

Click "Continue"

9

| ✓ | ✗ | Choose cash discount | Reallocate... |

F110- Payment Certification
(EDITING ONLY)

e Payment Proposal – Changing the Payment method and/or Payment Due Date

| Save | Back | | ...t... | Choose | Change | | ...ding tax |

15 Click "Back"

12 Click the "Change" button

Payments/exceptions

Ty...	Ty...	Vendor	Customer	Payment recipient	Payment	...	Crcy	BusA	BP	Name 1	City
🟩	🟩	SAB65			F110000001		USD			HAMA TRADING & CONTRACTING COMPANY	KUWAIT CITY
🟩	🟩	SAB65			F110000003		USD			HAMA TRADING & CONTRACTING COMPANY	KUWAIT CITY
🔴	🔴									MPANY	KUWAIT CITY

11

Single-Click on the line you wish to Edit

Change Payment

Payment control

Payment method	T
Pmt meth.supl.	00
House Bank	TRE
Instruction key	
Due Date	01/1

Exit editing

❓ Save data?

| Yes | No | ✖ Cancel |

The user has the option to change the Payment Method and Payment Due Date (correcting the "House Bank" is not recommended). The user may also "verify" EFT bank data in this screen.

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Payee

Name	JEN
City	SHR
Country	US

Bank details

Bank country	AF
Bank number	AFIB.
Bank Acct. No.	5263
IBAN	

16

If changes were made, click "Yes" to save

Click "Continue" when finished editing

14 ✓ ✖

F110- Payment Certification
(Schedule Pymt Run)

Automatic Payment Transactions: Status

Menu ▵

Click "Payment Run" to schedule the run

17

Payment Run | Proposal | Proposal | Proposal

NOTE: Only If the proposal was edited, a third "Status Tab" entry should now read the following:
🟩 Payment proposal has been edited

Schedule Payment   ⊠

Start date   06/25/2015 🗐 ☑ Start immediately

Start time   00:00:00

Target co

Status
🟩 Parameters have been entered
🟩 Payment proposal has been crea
🟩 Payment proposal has been edited

18

Ensure the "Start Date" is today and that you check the "Start Immediately" block

✔ ✖

Click the Checkmark

19

Status
🟩 Parameters have been entered
🟩 Payment proposal has been created
🟩 Payment proposal has been edited
⚠ Payment run is ready to be started

A fourth "Status Tab" entry should now read the following:
Payment run is ready to be started

F110- Payment Certification (Cont'd)

Press "ENTER"

20

Enter

Automatic Payment Transactions: Status

Menu ◢ | ◀ Back Exit Cancel System ◢ | Status Proposal Proposal Ceft

21

Run Date | 06/25/2015
Identification | EFT80

Click the "Status" button until the message "**Posting orders: # generated, # Completed**" Status message appears below the "Payment Run has been

| Status | Parameter | Fr

Status
- 🟩 Parameters have been entered
- 🟩 Payment proposal has been created
- 🟩 Payment proposal has been edited
- ⚠️ Payment run is ready to be started

CRITICAL- This last message assures the users that the payments are sent to Disbursing for processing and that **"Clearing Numbers" (24000 series)** have been assigned to the processed payments. These numbers preclude the document from being on a subsequent Run (double-payment)

The next "Status Tab" should now read:

Payment run has been carried out

Payment run has been carried out

Run (double-payment) 22

🟩 Payment run has been carried out

🟩 Posting orders: 2 generated, 2 Completed

36

Changing the Status of a Payment Proposal

Changing a Pmt. Proposal status

The following procedures outline how a Payment Proposal and Payment Run can be backed out to a desired status for editing or completely deleted for a predetermined reason.

It is the mission of the CVS Team to ensure only viable payments are forwarded to Disbursing for execution. With this function, the CVS Analyst will have the ability to "Edit" the proposal in order to bring it to acceptable levels prior to submitting the payment data to Disbursing.

The user must remember that the process of backing out the Payment Proposal is based in the manner in which it was conducted. The levels of completion (Status Tab) must be backed out (deleted) in the reverse order in which they were

Note: if the Payment Run which been executed and Clearing Numbers have been assigned to the transactions, the Proposal and Run cannot be deleted. The user must reverse the Clearing Documents. This is covered in a different
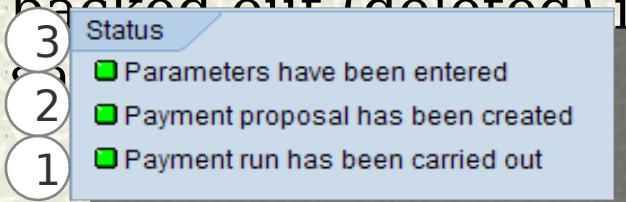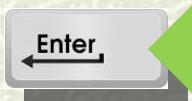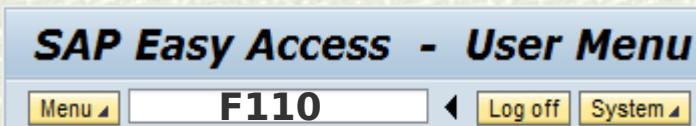
③ Status
  🟩 Parameters have been entered
② 🟩 Payment proposal has been created
① 🟩 Payment run has been carried out

F110- Changing a Pmt. Proposal status

SAP Easy Access - User Menu

Menu ▴ | **F110** | ◀ | Log off | System ▴

Automatic Payment Transactions: Status

Menu ▴ | | ◀ | Back | Exit | Cancel | System ▴ | | Status

Run Date | **05/14/2013**
Identification | **DD02**

Status | Parameter | Free selection | Additional Log | Printout/data medium

Status
🔴 No parameters entered as yet

Run Date | 05/14/2013
Identification | DD02

Status | Parameter | Free selection | Additional Log | Printout/data medium

Status
🟩 Parameters have been entered
🟩 Payment proposal has been created
🟩 Payment run has been carried out

Enter

Press "Enter"

2

Enter the Run Date and Identification of the Run needing editing

1

F110- Changing a Pmt. Proposal status (Cont'd)

Deleting the "Payment Run has been carried out" Status

Automatic Payment Transactions: Status

Click "Menu" — 3

Menu ▲ | System ▲ | Status | Payment | Proposal

Payment Run ▶
Edit ▶ — Parameters ▶
Goto ▶ — Proposal ▶
Environment ▶ — Payment ▶ — Schedule Payments...
System ▶ — Cancel (Escape) — Schedule Print... (F6)
Help ▶ — Free sele — Display
Payment list... (Ctrl+F3)
Exception list...
Display log
Delete Output
Termination of posting
Check in SAP GTS
After Termination

4 — Select "Edit"

5 — Select "Payment"

6 — Select "Delete Output"

■ Parameters
■ Payment proposal has been created
■ Payment run has been carried out

The "Payment run has been carried out" message is removed

After deleting the payment data;
it is no longer possible to create ;
payment media for the payment run.

Do you still want to continue
with the pmnt data deletion?

Click "yes" — 7 — Yes | No | ✖ Cancel

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F110- Changing a Pmt. Proposal status (Cont'd)

Deleting the "Payment Proposal has been created" Status

Automatic Payment Transactions: Status

Menu ▲ | System ▲ | Status | Payment Run | Proposal

1 → **Click "Menu"**

Payment Run ▶
Edit ▶ Parameters ▶
Goto ▶ Proposal ▶ Schedule Proposal...
Envir... ▶ Payment ▶ Display Proposal (Shift+F9)
Syster ▶ Cancel ...scape) Edit (Shift+F4)
Help ▶ Parameter Free sel... Delete (Shift+F6) ◀ **4** **Select "Delete"**
Proposal List... (Ctrl+F1)
Exception List... (Ctrl+F2)
Display log (Sh...
Debit Balance Check

2 **Select "Edit"**

3 **Select "Proposal"**

Status
🟩 Parameters have been entered
🟩 Payment proposal has been created

The Printed data and log have been deleted.

Click "yes" **5** →

Delete proposal ☒
Should the proposal be deleted ?
❓ [Yes] [No] ✖ Cancel

F110- Changing a Pmt. Proposal status (Cont'd)

Deleting the "Parameters have been entered" Status

Automatic Payment Transactions: Status

Click "Menu"

1

| Menu | | tatus | Proposal | Payment Run | Ceft |

Payment Run ▶

Edit ▶ | Parameters ▶ | Maintain parameters (F5)

Ge ▶ | Prop al ▶ | Delete (Shift+F11) ← 4 Select "Delete"

E ment ▶ | E ▶

S ▶ | Ca (Escape)

3

H ▶ | Para | Free selection | Additional Log | Printout/dat

2

Select "Edit"

Select "Parameters "

Status

🔲 Parameters have been entered

Delete parameters

Should the parameters be deleted ?

❓

Click "yes"

5

| Yes | No | ✖ Cancel |

The "Parameters have been entered" message is replaced with the "No parameters entered as yet" mess 🔴 No parameters entered as yet

Note: *the user may reutilize the same "Run Date" and "Identification" if a new Run is for this date.*

☑ Parameters 05/14/2013 DD02 have been deleted

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GFEBS Payment Interface with the Deployable Disbursing System (DDS)

GFEBS-DDS Interface process

1 After completing the Payment Certification process (F110), GFEBS will send the "Ready-to-Pay" file to GEX for processing (automated process)

📄 GFEBS_ReadyToPay_6411_20111102171412817.txt

Note: Initial Clearing Numbers (__240 series__) are assigned to all Ready-To-Pay documents

2 GEX will take the file and ensure it is posted to the GFEBS Corps2 Server (automated process)

3 Once the file is in the Corps2 Server, the Deputy Disbursing Officer (DDO) will be able to retrieve it for processing (manual process)

4 The DDO assimilates the file in DDS to process the payments and affect the DSSN accountability (DD 2657)

GFEBS
GENERAL FUND ENTERPRISE BUSINESS SYSTEM

GEX
(Global Exchange)

GFEBS CORPS2 Server.

DDO
DDS

7 GEX will automatically upload the "Post-Payment-File" into GFEBS.
Note: a second Clearing Number (__250 series__) will be assigned to all paid documents

6 The "Post-Payment-File" will be automatically retrieved by GEX from the Corp2 Server

5 Once the payments are made in DDS and Disbursing Officer Vouchers (DOV) are issued, the DDO will place the DDS GFEBS "Post – Payment- File" in the Corps2 Server (manual

📄 DDS_PostPay_8850_00001_20130301140939_DDM05_07052012.txt

➡️ Pre-Payment procedures (in-transit to Disbursing)
⬅️ Post-Payment procedures (in-transit from Disbursing)

DDS-GFEBS reporting process

① When the DDO Closes the business day, three files may have to be produced and sent to DFAS Accounting for processing/reporting purposes:
- **DDS Post-Payment-File:** Contains GFEBS document payment data (DOV, EFT Tracer, etc.)
- **DDS "STANFINS File":** Only contains Legacy transactions (includes TFOs intended for GFEBS)
- **DDS "ODS File":** All transactions for this business day (STANFINS and GFEBS)
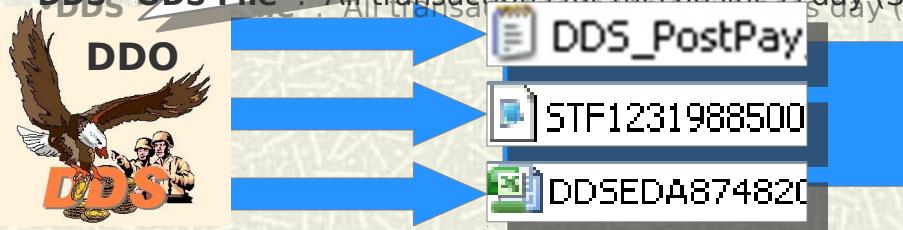
② Accounting will reconcile the transactions in the DDS "ODS", "STANFINS" and "Post- Payment-File" file and will ensure they are reported in ODS

DDO

DDS

DDS_PostPay

STF1231988500

DDSEDA874820

DFAS
(Accounting)

DDSEDA874820
DDS_PostPay
STF1231988500

③ ODS will balance out all transactions (GFEBS and Legacy) and will ensure they are reported to the appropriate system

⑦ DCAS will update GFEBS with all GFEBS and TFO transactions from STANFINS

⑥ ODS will update DCAS with all GFEBS transactions

④ ODS will update STANFINS will all Legacy transactions to include TFOs intended for GFEBS

GFEBS
GENERAL FUND ENTERPRISE BUSINESS SYSTEM

DCAS

ODS

STANFINS
(Legacy)

⑤ STANFINS will update DCAS with all GFEBS TFO data

TFO: Transaction for Others
ODS: Operational Data Store
DCAS: Defense Cash Accountability System

Check on Learning

➢ **What GFEBS Roles are CVS Analysts authorized?**
Payment Processor
Payment Certifier
Release Blocked Invoice Processor

➢**If a CVS Analyst creates a Payment Proposal, can he Certify the payments within it? Why?**
No. An individual cannot Certify a Proposal he/she created because of GFEBS system constraints.

What is the overall responsibility of the 1st CVS Analyst?
To ensure only viable payments are made part of the "Payment Proposal" during its preparation.

➢ **What is the T-Code utilized to create a Payment Proposal?**
F110- Payment Proposal Creation

What is the overall responsibility of the 2nd CVS Analyst?
He is responsible for the in-depth review of all data processed in GFEBS to support a payment to a vendor, certify the payments in the "Payment Proposal" and forward it to Disbursing for payment.

What is the T-Code utilized to Certify Payments in GFEBS?
F110- Payment Proposal Certification

Check on Learning (Cont'd)

➤ **Blocking a document during certification will cause the invoice to be blocked "Permanently". Explain:**

True

False Blocking the Document will only exclude it from the Payment Run.

➤ **All Payments should be on a Run regardless of payment type and payment currency. Why?**

True

False It is recommend for different types to be on separate Payment Runs

t does this Icon signify when it is next to a document line in the Payment Pr os

The proposed payment has errors and will not be on the run unless corrected.

➤ **What T-Code is utilized to Change the Status of a Payment Proposal?**

F110- Payment Proposal

➤ **This Payment Proposal has to be deleted in its entirety. How many steps will it take to accomplish this task and in what order?**

Status

③ ☐ Parameters have been entered

② ☐ Payment proposal has been created

① ☐ Payment run has been carried out

Check on Learning (Cont'd)

➢ **When is the initial "Clearing Number "assigned to a payment document in GFEBS? Once assigned, what is its purpose?**
Immediately after a GFEBS Payment Proposal has been Certified and the "Ready-to-Pay" file sent to Disbursing for payment (Disbursement in Transit). It precludes the payment documents from being included in another payment run.

➢ **When is the second "Clearing Number "assigned to a payment document in GFEBS? What is its purpose?**
When the "Post-Payment-File" file is brought into GFEBS after Payment by Disbursing.   It marks the payment as being made by Disbursing.

➢ **What is the purpose of the GEX System?**
For "Ready-to-Pay" and "Post-Payment" files to travel between DDS and GFEBS.

➢ **Which is the "Clearing" number series for a CVS payment that is "In-Transit" to Disbursing?**

2400 Series
2500 Series

CVS Analyst Reports

CVS Analyst Reports

   GFEBS is capable of producing Accounts Payables reports that are similar, equivalent, more in-depth and manageable than reports obtained through Legacy Systems (CAPS-C, CAPS-W). It is the responsibility of the CVS section to run reports when dictated by regulation and local policy or out of technical necessity. Accounts payable reports may be required to be run daily, weekly, monthly and/or quarterly; some of this reporting responsibility falls on the CVS Analysts and even the CVS Chief (to be covered later).

Examples of CVS Analyst Commercial Accounts reports include (will be covered in this class):

- Payment Warehouse report (ZPMT_WAREHOUSE)
- Federal Payment Settlement List (FMFG_E_ZFZALI00)

Report Shortcuts and Keys

Report Shortcuts and Keys

Allows the user to view all details for a particular line (a specific line must be selected)

Allows the user to sort the report data in "Descending order" (A to Z) (must select a particular "Column")

Allows the user to sort the report data in "Ascending order" (Z to A) (must select a particular 'Column"

Allows the user to "Search" for a specific item within the report (Name, amount, etc.)

Allows the user to set a "Filter" for the data (must determine what items to filter the data with)

Allows the user to "Total" the data and to determine "Mean", "Minimum and "Maximum" values (must

Report Shortcuts and Keys
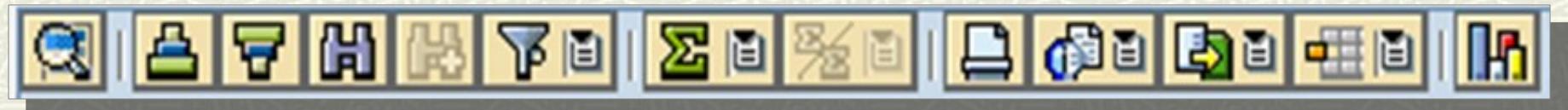
Allows the user to "Print" the report

Allows the user to select a specific "View"

Allows the user to Export the data to Excel format, HTML Format or Sent it to another GFEBS user within the system

Allows the user to select a pre-established report Layout (must be already saved under the particular report module)

Allows the user to develop a "Graphic" display of the specific report

Payment Warehouse Report
(Unpaid items)

Payment Warehouse Report
(Unpaid items)

This report allows the CVS Analyst to discern the status of Unpaid documents within a CVS Office's area of responsibility. The CVS Leadership must run this report to view all unpaid Invoices, have the appropriate personnel correct any errors prohibiting the item from being paid or having any missing documentation processed in order to pay the Vendor as soon as the Prompt Payment Act permits to avoid interest. The user has a variety of search options that will allow for the display of data based on those specific parameters.

Here are some examples:

- Unpaid Items by "Funds Center"
- Unpaid Items by "Document Type"
- Unpaid Items by "Payment Method Supplement (PMS)"
- Unpaid Items by "Paying office"

Pmt. Warehouse Report Role-based capabilities

The following personnel will have the ability to generate the report covered in this module based on their assigned position and GFEBS Roles:

> ~~**Chief of CVS (FMSU)**~~
> ~~**Senior CVS Analyst (FMSU)**~~
> **Senior CVS Analyst (FMSD)**
> **CVS Analyst (FMSD)**
> **CVS Technician (FMSD)***
> ~~**CVS Clerk (FMSD)**~~

Note: *Although the CVS Technician has the ability to generate this report, it is usually an CVS Analyst responsibility*

ZPMT_WAREHOUSE- Prompt Payment Analysis

GFEBS Payment Warehouse Report

Menu ▾ | ZPMT_WAREHOUSE | ◀ Enter | ...ariant... | Back | Exit |

Note: *only certain "Selection Criteria" will be covered here. The report may also be pulled utilizing, Document Type, Funds Center, etc.*

Selection Criteria

Company Code	ARMY
Fiscal Year	2008
Payment Run Posting Date	08/07/2014
Next Payment Run Date	08/08/2014
Documents entered up to	08/06/2014
Business Area	ARMY
Funds Center	
Document Number	
Vendor	
Customer	
Document Type	RE
Payment Method Supplement	
Payment Office	
Currency Code	

1 — Enter the Fiscal Year
Note: *For training purposes enter 2008.*

2 — Do not adjust the dates. They are generated by the system to produce the latest data.

3 — Select the correct "Payment Method Supplement" and "Payment Office" for your location.

Location	PMS	Pay Office
Bagram	AF	08830
Kandahar	AG	08831
Kuwait	KQ	08748

Note: *for training purposes leave blank*

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

"List Output" layout of report

GFEBS Payment Warehouse Report

Click "Execute" after entering the option to search this report as a "List" (easier to view the data in GFEBS) or download the report in "Excel" format

Click "Views" to select a user-friendlier GFEBS report layout

Select "List Output"

CoCd	Vendor	Name 1	Type	PM	BusA	Funds Ctr	Reference	DocumentNo	Item	Year	PBk	Amount LC	Amount in	Payable Am	Bline Date
ARMY	0BNV9	AEROPARTS MILPAQ DIV	KR	C		A2ABM	34242342	1900000009		2008		23.00	23.00	23.00	07/23/2008
ARMY	0ARG4	DACA MACHINE & TOOL CO., INC.DACA M	KR	C		A2ABM	2WAY	1900000133		2008		100.00	100.00	0.00	08/30/2008
ARMY	DTS	DTS	KR	C		A2ABM	0NZCO6	1900000194		2008		500.00	500.00	500.00	08/07/2008
ARMY	DTS	DTS	KR	C		A2ABM	0NZCO8	1900000201		2008		500.00	500.00	500.00	08/08/2008
ARMY	09FE9	DAVE CONSTRUCTION ASSOCIATES, INC.	KR	C		A2ABM	TESTF110	1900000203		2008		1,000.00	1,000.00	0.00	08/08/2008
ARMY	7G720	LMP CO	KR	C		A2ABM	B22241	1900000204		2008		11,000.00	11,000.00	11,577.18	08/30/2008
ARMY	DTS	DTS	KR	C		A2ABM	DWNPYMT	1900000212		2008		800.00	800.00	800.00	08/09/2008
ARMY	DTS	DTS	KR	C	ARMY	A2ABM	DWNPYMT	1900000212		2008		600.00-	600.00	600.00-	08/09/2008
ARMY	DTS	DTS	KR	C		A60FL	0NZCO8	1900000213		2008		500.00	500.00	500.00	08/09/2008
ARMY	0001U	ARSENAL JSC	KR	C		A2ABM	12345	1900000215		2008		300.00	300.00	0.00	08/30/2008
ARMY	3CYQ8	WATERTECH, INC	KR			A2ABM	123	1900000241		2008	U	1,000.00	1,000.00	0.00	08/30/2008
ARMY	0W4H8	BANK OF AMERICA	KR			A2ABM	HELLO	1900000253		2008		100.00	100.00	0.00	08/30/2008
ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T		A2ABM	TO6571	1900000255		2008		1,000.00	1,000.00	0.00	08/14/2008
ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T	ARMY	A2ABM	TO6571	1900000255		2008		700.00-	700.00	700.00-	08/14/2008

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Obtaining "Totals" from the from the "List Output" format

Click "Back" to return to the previous screen

Click "Total"

8

Single-Click the "Column Header" you need a "Total" for

7

9

CoCd	Vendor	Name 1							Year	PB	Amount LC	Amount in
ARMY	0BNV9	AEROPARTS MILPAQ DIV	KR	C			A2ABM	34242342	1900000009	2008		23.00	23.00
ARMY	0ARG4	DACA MACHINE & TOOL CO., INC.DACA M	KR	C			A2ABM	2WAY	1900000133	2008		100.00	100.00
ARMY	DTS	DTS	KR	C			A2ABM	0NZCO6	1900000194	2008		500.00	500.00
ARMY	DTS	DTS	KR	C			A2ABM	0NZCO8	1900000201	2008		500.00	500.00
ARMY	09FE9	DAVE CONSTRUCTION ASSOCIATES, INC.	KR	C			A2ABM	TESTF110	1900000203	2008		1,000.00	1,000.00
ARMY	7G720	LMP CO	KR	C			A2ABM	B22241	1900000204	2008		11,000.00	11,000.00
ARMY	DTS	DTS	KR	C			A2ABM	DWNPYMT	1900000212	2008		800.00	800.00
ARMY	DTS	DTS	KR	C	ARMY	A2ABM	DWNPYMT	1900000212	2008		600.00-	600.00
ARMY	DTS	DTS	KR	C			A60FL	0NZCO8	1900000213	2008		500.00	500.00
ARMY	0001U	ARSENAL JSC	KR	C			A2ABM	12345	1900000215	2008		300.00	300.00
ARMY	3CYQ8	WATERTECH, INC	KR				A2ABM	123	1900000241	2008	U	1,000.00	1,000.00

☑ Sums have been calculated

This is the "Total" for the selected column (Scroll down if needed)

3,503,243.15

Note the System Message

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ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Exporting the report in "Excel" Format

Click "Export" to format and download the report in "Excel"

1

Spreadsheet
Local File
Send
Office
ABC Analys.
HTML download

2 Select "Spreadsheet"

Prompt		Changes		
CoC				
ARMY 0BNV9	AEROPARTS MILPAQ DIV	A2ABM		
ARMY 0ARG4	DACA MACHINE & TOOL CO., IN	A2ABM	2WAY
ARMY DTS	DTS	A2ABM	0NZCO6
		A2ABM	0NZCO8

Select Spreadsheet

Formats:

⦿ Excel (in MHTML Format)
○ OpenOffice (in OpenDocument Format 2.0)
○ Select from All Available Formats

3 Ensure "Excel" is checked

☐ Always Use Selected Format

Click "Continue" **4** ✓ ✗

Save In: 🗀 Desktop

🗀 Libraries   🗀 USAFINCOM OST - Shortcut
🗀 tameria_o'dell
🗀 Computer
🗀 Network
🗀 DFAS VPN Connections
🗀 Office 2010 Training
🗀 GFEBS Current Training Slides - Shortcut

File Name: export.XLS

IL file nm. (*.MHTML)

5 Save   Cancel

Change the File name if needed and click "Save"

NOTE: after saving the file, go to the location where you saved it and open to review

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Report in Excel Format (after download)

Company Code	Vendor	Name 1	Document Type	Payment Method	Business Area	Funds Center	Reference	Document Number	Item	Fiscal Year	Payment Block	Amount in LC	Payable Amount
ARMY	00RG2	ALFREDS ARMAND TRUCKING CO	KR	C	ARMY	A2ABM	10005	1900000000	0	2009		4,000.00	4,000.00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4001	1900000000	0	2010		55.00	55.00
ARMY	PAAG9720US	ADELINA GUTIERREZ	KR	C	ARMY	A76VV	FMZ500000356	1900000003	0	2013	B	3,999.00	0.00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4547	1900000000	0	2011		55.00	55.00
ARMY	RMT3JDX5	FOREIGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	125485	1900000000	0	2012		10.00	10.00
ARMY	PAGC9876	GEORGE CHAMBERS	KR	C	ARMY	A8AAC	500000349	1900000000	0	2013	X	15,000.00	0.00

Vendor — Vendor's CAGE Code *(CVS Vendors only)*

Name 1 — Vendor's name in GFEBS

Document Type — The Document Type *(RE- manual process, MP activates Workflow, etc.)*

Payment Method — Check or EFT

Reference — Vendor's Invoice Number

Document Number — G...erated Invoice Receipt (IR) Number

Payment Block — ...locking Code (B, M, etc...)

Amount in LC — ...mount in Local Curren...

Payable Amount — Amount due the Vendor...

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Baseline Payment Dte	PPA Due Date	Vendor Due Date	Terms of Payment	Days 1	Days 2	Days net	Discount Percent 1	Discount Percent 2	Disc/Penalty Amount	Document Date	Invoice receipt date	Posting Date
10/30/2008	10/31/2008	10/31/2008	Z030	1	0	0	0.000	0.000	0.00	10/1/2008	10/1/2008	10/1/2008
10/19/2009	11/13/2009	11/13/2009	Z030	25	0	0	0.000	0.000	0.00	10/19/2009	10/19/2009	10/19/2009
4/14/2013	4/14/2013	4/14/2013	Z001	0	0	0	0.000	0.000	0.00	4/14/2013	4/14/2013	4/14/2013
12/15/2010	1/14/2011	1/14/2011	Z030	30	0	0	0.000	0.000	0.00	12/15/2010	12/15/2010	12/15/2010
10/15/2011	11/14/2011	11/14/2011	Z030	30	0	0	0.000	0.000	0.00	10/15/2011	10/15/2011	10/20/2011
3/10/2013	3/10/2013	3/10/2013	Z001	0	0	0	0.000	0.000	0.00	3/10/2013	3/10/2013	4/11/2013

PPA Due Date Payment Due IAW PPA

Posting Date Date GFEBS posted the invoice after input

Terms of Payment Payment Terms (NET 30, etc.)

Discount Percent 1 of discount offered (if applicable)

Disc/Penalty Amount nt of Interest due the Vendor

Document Date Invoice was processed in GFEBS

Invoice receipt date led in GFEBS as "Invoice Receipt"

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

G.Accept. Date	Const. Receipt	GR Date	Message text	Pmt meth. supplement	Payment Office	Currency	Procurement Instrument Id Number	Supplemental Procurement Instrument Id #	Contract Line Item #	Sub-line Item Number
				00		USD				
				00		USD				
			/Invoice is blocked for payment	00		USD				
				00		USD				
				00		USD				
			/Invoice is blocked for payment	00		USD				

G.Accept. Date — Goods acceptance date IAW DD 250

Const. Receipt — Constructive Accept. date

GR Date — Goods Receipt date

Message text — Invoice Text field input

Pmt meth. supplement — Code where Invoice was processed

Payment Office — Paying Office DoDAAC

Currency — Invoice document currency

Procurement Instrument Id Number — Contract number (PIIN)

Supplemental Procurement Instrument Id # — Delivery order number or BPA

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Material Document	Purchase Order (Manual vs. System)	Goods Receipt / SES (Manual vs System)	Invoice Receipt Manual vs. System
			Manual Entry
			Manual Entry
			Manual Entry
			Manual Entry
			Manual Entry
			Manual Entry

Purchase Order (Manual vs. System) Manually input or Interfaced Purchase Order (from SPS)

Goods Receipt / SES (Manual vs System) Manually input or Interfaced Goods Receipt (from WAAF)

Invoice Receipt Manual vs. System Manually input or Interfaced Invoice (from WAAF)

Federal Payment Settlement List
(Paid items)

Federal Payment Settlement List (Paid items)

This report allows the CVS Analyst to review the payments made by their specific area of responsibility. The data produced by this report will also display "Payment Run" information for the specific paid items, payment methods, Clearing documents issued during Payment Certification, etc.

This tool will grant CVS visibility of which payments have been processed at their location based on the search criteria provided by the user. Here are some examples of search options"

- Paid Items by "Payment Run" dates
- Paid Items by "Payment Run" identification numbers

Federal Payment Report Role-based capabilities

The following personnel will have the ability to generate the report covered in this module based on their assigned position and GFEBS Roles:

- ~~Chief of CVS (FMSU)~~
- **Senior CVS Analyst (FMSU)**
- **Senior CVS Analyst (FMSD)**
- **CVS Analyst (FMSD)**
- ~~CVS Technician (FMSD)~~
- ~~CVS Clerk (FMSD)~~

FMFG_E_ZFZALI00- Federal Pmt. Settlement List

SAP Easy Access - User Menu

Menu ▲ | FMFG_E_ZFZALI00 | ◄ | Log off | System ▲ |

Payment Run Date   09/01/2008   to   09/30/2008
Identification   EFT01

--- or ---

Pay

Co

P

Sending company code

task

Further Selection

Payment Method

Agency Location Code

Payment Office

Accounting Clerk

Business Area

House Bank

Vendor Number

Customer Number

Customer Reference Number

ALV Display Variant

Enter

Click "Execute"

3 Execute | Pro

1

The user may enter a specific timeframe (month, quarter, etc.) for "Payment Runs" **OR** may enter a single **OR** multiple "Payment Run" identification numbers (i.e., EFT01) to view

If the user desires to obtain more "Specific" results, these options are available to accomplish that task

2

☞ Multiple Selection for Identifica

Select Single Values | Sele

...	Singl...	
	EFT01	▢
	EFT02	
	EFT03	

◄

⊕

Click "Copy" after utilizing this option

Note: For the purposes of training, enter only the "Payment Run Date" timeframe of **09/01/2008** to **09/30/2008** *(the month of September 2008)*

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FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont'd)

Obtaining "Totals" from the from the "List Output" format

Federal Payment Settlement List

Menu ◄ | Back Exit Cancel System |

Note: this report may also be Exported to Excel

Click "Views" to select a more user-friendly GFEBS report layout

4 ➤ List Output

5 ➤ Select "List Output"

	e N	Pay	g						ent Me	Clear		
		ARMY	ARMY		08522					0500000051	09/02/2008	09/02/2008
		ARMY	ARMY		00008522		C			0500000052	09/02/2008	09/02/2008
		ARMY	ARMY		00008522	21001	C			0500000053	09/02/2008	09/02/2008
09/02/2008	DCAS1	ARMY	ARMY		00008522	21001	C			0500000054	09/02/2008	09/02/2008
09/03/2008	CY01	ARMY	ARMY		00008522	21001	C			0500000055	09/03/2008	09/03/2008

Click "Total"

7 ➤ Total | Spreadsheet... | Local file... | Mail recipient | ABC Analysis | Change layout... | More...

6 Click on the Column Header you wish to total

Of	Payment Me	Clearing D	Posting Da	Due Date	Gross Amt	Disc/Pen A	Net Amt		
	C	500000051	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00	RMTOFTF6	
	C	500000052	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00	038U1	ORIGINAL ENT ED PRODUCTS INC
	C	500000053	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00	038U2	TELSTAR COMMUNICATIONS
	C	500000054	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00	038U6	BARRY'S BATTERY WAREHOUSE
	C	500000055	09/03/2008	09/03/2008	100.00	0.00	100.00	038U9	ALTERNATIVE COMPUTER TECHNOLOGY I
							4,100.00		

This is the "Total" for the selected column

FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont'd)

Payment Ru	Payment Ru	Schedule N	Paying Com	Sending Co	Agency Loc	Payment Of	Payment Me	Clearing D	Posting Da	Due Date	Gross Amt	Disc/Pen A	Net Amt
09/02/2008	CY01		ARMY	ARMY	00008522	21001	C	500000051	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000052	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000053	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000054	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/03/2008	CY01		ARMY	ARMY	00008522	21001	C	500000055	09/03/2008	09/03/2008	100.00	0.00	100.00

Payment Ru Payment Run Date

Payment Ru Payment Run Identification Number

Payment Of Fiscal Station Number

Payment Me Payment Method (EFT, Check)

Clearing D Invoice Clearing number

Posting Da Date document posted to GFEBS

Due Date Payment due IAW PPA

Gross Amt Total amount prior to discounts

Disc/Pen A Discount when applicable

Net Am Amount paid to the Vendor

FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont'd)

Vendor Num	Vendor Name	Cleared Do	Cleared Do	Vendor Ref
RMT0FTF6	UNITED WAY OF AMERICA	5105600268	2	RE4502000218
038U1	ORIGINAL ENGINEERED PRODUCTS INC	5105600272	2	RE4502000224
038U2	TELSTAR COMMUNICATIONS	5105600273	2	RE4502000225
038U6	BARRY'S BATTERY WAREHOUSE	5105600271	2	RE4502000223
038U9	ALTERNATIVE COMPUTER TECHNOLOGY INC	5105600274	2	RE4502000228

Vendor Num CAGE Code (CVS Vendors only)

Vendor Name ame of Vendor in GFEBS

Cleared Do Invoice document number

Vendor Ref Vendor Reference- Document Type (RE) and Purchase Order number (4502000218)

Penalty Reason Codes Report

Penalty Reason Codes Report

   This report or "Tool", allows the user to assign "Reason Codes" to documents bearing interest due to a late payment to a vendor. This action will allow CVS Leadership to analyze trends and possibly implement controls to ensure interest is avoided regardless of reason, cause or responsible party. It may also be used to determine how much interest was paid for a particular time period. Below are some examples of reasons that may cause Interest to be paid to a vendor:

> ➢ Invoice Received Late in the Paying Office *(Contracting)*
> ➢ Failure to notify Vendor of Improper Invoice *(CVS)*
> ➢ Payment Certification Delay (CVS)

Penalty Reason Report Role-based capabilities

The following personnel will have the ability to generate the report covered in this module based on their assigned position and GFEBS Roles:

> ~~**Chief of CVS (FMSU)**~~
> ~~**Senior CVS Analyst (FMSU)**~~
> **Senior CVS Analyst (FMSD)**
> **CVS Analyst (FMSD)**
> **CVS Technician (FMSD)***
> ~~**CVS Clerk (FMSD)**~~

Note: *Although the CVS Technician has the ability to generate this report, it is usually an CVS Analyst responsibility*

FMRC- Penalty Reason Codes Report

SAP Easy Access - User menu for

| Menu | ◀ | **FMRC** | | Log off | System |

Penalty Reason Codes Report in ALV

| Menu | ◀ | | | Save as Variant... | Bac |

Enter

Click "Execute" or press Enter"

4 Execute

Enter a single Vendor, multiple Vendors or leave blank to view interest paid for all on a certain period *(based on preference and need)*

Document Selection

Company Code	ARMY	to	
Vendor		to	
Document Number		to	
Business Area		to	

1

☑ Cleared Documents

Clearing Date   **01/01/2008**   to   **12/01/2008**

☐ Uncleared Documents

2 Select Cleared or Uncleared documents then enter the time period the user would like to display and view

Further Selection

⦿ Documents Without Reason Codes
◯ Documents With Reason Codes
New Penalty Reason Code   ☐

3

Select Document With or Without Reason Codes.
- If "Without Reason Codes" is selected, the user may update each reported line with it's applicable code
- If "With Reason Codes" is selected, the user may leave the "New Penalty Reason Code" field blank to view all transactions or may enter an individual Code to view only transactions with

FMRC- Penalty Reason Codes Report (Cont'd)

Updating an Interest Penalty Report "Without Reason Codes "

Save			Sort in Ascending Order	Sort in descending order	Set filter	Total

After individually updating each line, Click "Save"

7

Penalty reason

	Co...	Vendor	Clearing	Clrng doc...	Document...	Itm	BusA	Amount in LC	Penalty chge LC	Existing R	New Reason
	ARM	04JX5	08/04/2008	500000041	5105600133	2		20,000.00	8.54		**D2**
	ARMY	0W4H8	08/21/2008	2000000152	1700000017	1	ARMY	5.00	0.00		
	ARMY	0W4H8	08/21/2008	2000000152	5105						
	ARMY	1UG14	08/21/2008	2000000153	5105						
	ARMY	3CQY8UAT	07/29/2008	2000000001	1900						
	ARMY	3CQY8UAT	07/29/2008	2000000002	2008	1900					
					2008	5105					
					2008	1900					
					2008	1900					
					2008	1900					

5

Click in the "New Reason" field for an individual line then Click on the Icon next to the field. *(you may enter the code if known)*

Reason for late payment (1)

LRPenalty reason code text

D1	Discount Offered Not Cost Effective
D2	Invoice Received late in Paying Office
D3	Certification Delay
D4	Delay caused by ADP problems
D5	Failure to Notify Vendor of Improper Invoice
	tion Delay
	Obtaining Cont
	Reasons
	Obtaining Invoi
	taken in Error
	und

6

A code that clearly documents how the interest was accrued must be selected

Note: this report may also be Exported to

Local file...

Confirmation message

Reason codes will be written to database

Confirm

Yes | ancel

8 Click "Yes"

ℹ️ Reason code(s) successfully saved/updated

System Message after saving

FMRC- Penalty Reason Codes Report (Cont'd)

Viewing the total interest for a list of Interest Payments

Click the Header of the Column the user wishes to see a Total for *(generally the "Penalty Charges LC "column)*

9

10

Click "Total"

Total of interest accrued for all the transactions displayed

To conduct further research, the user may click on the document numbers to determine how the interest was accrued

Interest (Posting Key of "40")

Additional GFEBS Reports Options and Tips

Generating Reports in the "Background"

Generating Reports in the Background

GFEBS has the ability to run reports in the "Background." This function allows the users to continue to perform their daily processes and duties without having to wait for the report to be consolidated, formatted and released by the system.

Some reports may be extremely lengthy and may take more than an hour to be prepared and produced by GFEBS. The wait time may cause the user to be timed out of the system. Running reports in the "Background" alleviates this hindrance.

Generating reports in the "Background"

SAP Easy Access - User menu for (

| Menu | ◄ || **ZPMT_WAREHOUSE** || Log off | System |

Enter

Note: this report is an example only. These actions can be executed for most GFEBS reports

GFEBS Payment Warehouse Report

| Menu | ◄| | | | Save as Variant... | Back | Exit | Cancel | System |

Program	►	Execute	F8
Ed	►	Execute and Print	Ctrl+P
G	►	Execute in Background	F9
Sy	►		
H	►	Exit	Shift+F3
Us		Date	04/16/2013
SA GUI for HTML Options ►		ayment Run Date	04/17/2013
uments entered up to		04/15/2
iness Area		ARMY

1

Enter the desired "Criteria" for the report

2

Click "Menu" then "Program" and select "Execute in Background"

Background Print Parameters ☒

| Output Device | SAPGUI | Printer for WIN GUI frontend printing |
| Number of copies | 1 | |

Number of pages
● Print all
○ Print from page 0 To 0

✔ Properties ✖ ⓘ

Generating reports in the "Background" (Cont'd)

Background Print Parameters

Output Device	SAPGUI	Printer for WIN GUI frontend printing
bies	1	

Click "Continue"

3

Print all
Print from page

Properties

Start Time

Immediate

4

Click "Immediate" to initiate the report now. Notice the checked "Immediate Start" entry ☑ Immediate start

Date/Time
☑ Immediate start

Note: this report may be scheduled to run at a established date and time

After job

Click "Save"

5

System Message confirming the job has been initiated

After eve

Check

ℹ Background job was scheduled for program ZRFFMFG_WAREHOUSE

SM37- Simple Job Selection (Job retrieval)

Retrieving and downloading the requested GFEBS Report

SAP Easy Access - User menu for (

Menu | SM37 | Log off | System

Enter

Simple Job Selection

Menu | Ba

Click "Execute" **1** Execute | Extende

Job name *

User na

Click "Spool" **3** Spool | Job Log

Menu | Back | Exit | Cancel | System | Refresh | Release | Stop Activ

Job sta

Job overview from: 04/16/2013 at: : :
to: 04/16/2013 at: : :

Sc Selected job names: *

Selected user names: 1187947444

Job sta

Scheduled ☑Released ☑Ready ☑Active ☑Finished ☑Canceled

Current Running time to produce report

Click the checkmark ent ID:

AP program Program name :

2

or after

Job	Spool	Job Doc	Job CreatedB	Status	Start date	Start time	Duration(sec.)	Delay (sec.)
☑ ZRFFMFG_WAREHOUSE	🐖		1187947444	Finishe	04/16/2013	12:28:28	2	0
*Summary							2	0

Job ste

ABAP p

Report requestor EDIPI number

Most current status of the report request

83

SM37- Simple Job Selection (Job retrieval) (Cont'd)

Output Controller: List of Spool Requests

| Menu | ▶ | Back | Exit | Cancel | System | | Refresh | Print directly | Print with change | | | Display contents | |

Click "Display Contents"

5 ➡

Spool no.	Type	Date	Time	Status	Pages	Title

☑ 20398 📋 04/

4 ⬆

Place a check next to the "Spool No."

Graphical display of spool request 20398 in system TED

| Menu | ▶ | Back | Exit | Cancel | System | 📋 | Refresh | Print directly | Print with changed parameters... | Delete | |

Prompt Payment Analysis – Extract and Changes

CoCd	Vendor	Name 1	Type	PM	BusA	Funds Ctr	Reference	Doc
ARMY	0BNV9	AEROPARTS MILPAQ DIV	KR	C		A2ABM	34242342	190
ARMY	0ARG4	DACA MACHINE & TOOL CO., INC.DACA M	KR	C		A2ABM	2WAY	190
ARMY	DTS	DTS	KR	C		A2ABM	0NZCO6	190
ARMY	DTS	DTS	KR	C		A2ABM	0NZCO8	190
ARMY	09FE9	DAVE CONSTRUCTION ASSOCIATES, INC.	KR	C		A2ABM	TESTF110	190
ARMY	7G720	LMP CO	KR	C		A2ABM	B22241	190
ARMY	DTS	DTS	KR	C		A2ABM	DWNPYMT	190
ARMY	DTS	DTS	KR	C	ARMY	A2ABM	DWNPYMT	190
ARMY	DTS	DTS	KR	C		A60FL	0NZCO8	190
ARMY	0001U	ARSENAL JSC	KR	C		A2ABM	12345	190
ARMY	3CYQ8	WATERTECH, INC	KR			A2ABM	123	190
ARMY	0W4H8	BANK OF AMERICA	KR			A2ABM	HELLO	190
ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T		A2ABM	TO6571	190
ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T	ARMY	A2ABM	TO6571	190
ARMY	ALJ56	Jane Smith	KR	T		A2ABM	TO6571	190
ARMY	ALJ56	Jane Smith	KR	T	ARMY	A2ABM	TO6571	190
ARMY	3956	NORTHROP GRUMMAN SYSTEMS CORPORATIO	KR	D		A2ABM	F110.017 TEST 3037	190
ARMY	3956	NORTHROP GRUMMAN SYSTEMS CORPORATIO	KR	C		A2ABM	F110.017 TEST	190

SM37- Simple Job Selection (Job retrieval) (Cont'd)

Exporting the report to Excel

Graphical display of spool request 20398 in system TED

Menu | ▶ | Back | Exit | Cancel | System | Refresh | Print directly | Print with changed parameters... | Delete | Output reques

Prompt Payment Analysis - Extract and Changes

CoCd	Vendor	Name 1
ARMY	0BNV9	AEROPARTS MILPAQ DIV
ARMY	0ARG4	DACA MACHINE & TOOL CO., INC.DACA
ARMY	DTS	DTS

Click "More..."

6 → More...

Save list in file...

In which format should the list be saved ?

○ unconverted
● Spreadsheet
○ Rich text format
○ HTML Format
○ In the clipboard

Select "Spreadsheet"

8 →

Click "Continue"

9 → ✓ ✗

Refresh
Print directly   Shift+F5
Print with changed parameters.. Shift+F1
Delete   Shift+F2
Output requests
Display contents
Request attributes
Overview
Previous request
Next Request
Settings...   Ctrl+Shift+F10
Graphical
Graphic Without Structure Information
Raw
Hex
Save to local file...

Click "Save to Local File..."

7 ←

Graphical display of spool request 20398 in system TED

Directory	C:\Documents and Settings\carlos_arguello\SapWorkDir\
File Name	.XLS
Encoding	

Generate | Replace | Extend | ✗

SM37- Simple Job Selection (Job retrieval) (Cont'd)

Graphical display of spool request 20398 in system TED

Directory: C:\Documents and Settings\carlos_arguello\SapWorkD

File Name: .XLS

Encoding:

Generate | Replace | Extend

10 The user may select a specific location for the file

13 Click "Generate" and verify the file was saved

11 Name the file

12 Click "Save"

Save In: Desktop
- My Documents
- My Computer
- My Network Places
- DFAS VPN Connections
- DFAS Walkthroughs

File Name: .XLS
Files of Type: EXCEL Files (*.XLS)

Save

14 Open and review the Report

Report.XLS

	A	B	C
			ent Analysis - Extract an
		ndor	Name 1
4			
5	ARMY	0BNV9	AEROPARTS M
6	ARMY	0ARG4	DACA MACHIN
7	ARMY	DTS	DTS
8	ARMY	DTS	DTS
9	ARMY	09FE9	DAVE CONSTR
10	ARMY	7G720	LMP CO
11	ARMY	DTS	DTS
12	ARMY	DTS	DTS
13	ARMY	DTS	DTS
14	ARMY	0001U	ARSENAL JSC
15	ARMY	3CYQ8	WATERTECH, INC
16	ARMY	0W4H8	BANK OF AMERICA
17	ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC
18	ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC

Changing a Report Layout

Changing a Report Layout

GFEBS allows the user the ability to add or remove displayed data elements from most reports. Some users may consider the default report data sufficient, others may require additional data to be displayed and lastly, some may not find use for some of the data elements in a particular layout. Adding or removing displayed data allows for the customization of the reports by requesting and displaying what the individual users deem as crucial elements.

The use of this option is based on the user generating the report, CVS office data retrieval needs or overall reporting requirements. Once the changes are made, the requestor's GFEBS User Profile may be permanently updated with the

Changing a Report "Layout"

SAP Easy Access - User menu for

Menu | ◄ | **FMFG_E_ZFZALI00** | Log off | System

Click "Execute"

Federal Payment Settlement List

Menu | ◄ | | Save as Variant... | Back | Exit | Cancel | System | | Execute

2

Note: this report is an example only. These actions can be executed for most GFEBS reports

Enter the desired report criteria

1 09/01/2008 to 09/30/2008 ▢ ⏹

Identification ⏹

--- or ---

Payme ⏹

Click "Views" to select a user-friendlier GFEBS report layout.

3

Select "List Output"

4 List Output

	edule N	Paying Com	Sending					Posting Da	Due Date
		ARMY	ARMY	00008522	001		51	09/02/2008	09/02/2008
09/02/2008	DCAS1	ARMY	ARMY	00008522	21001	C	0000052	09/02/2008	09/02/2008
09/02/2008	DCAS1	ARMY	ARMY	00008522	21001	C	0500000053	09/02/2008	09/02/2008
09/02									02/2008
09/03									03/2008

Payment Ru	Payment Ru	Schedule N	Paying Com	Sending Co	Agency Loc	Payment Of	Payment Me	Clearing D	Posting Da	Due Date
09/02/2008	CY01		ARMY	ARMY	00008522	21001	C	500000051	09/02/2008	09/02/2008
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000052	09/02/2008	09/02/2008
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000053	09/02/2008	09/02/2008
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000054	09/02/2008	09/02/2008
09/03/2008	CY01		ARMY	ARMY	00008522	21001	C	500000055	09/03/2008	09/03/2008

Changing a Report "Layout" (Cont'd)

Click "Change Layout"

5

Fields currently displayed in the report

Fields available but not currently displayed in the report (hidden)

Changing a Report "Layout" (Cont'd)

Adding additional "Fields" to a Report

Single-click on the field where the user needs to insert the additional data (Click the Grey box to the left of the column description)

Click on the field the user needs displayed in the report (may select multiple items)

Change Layout

| Line 1 | Line 2 | Line 3 |

Line 1

Column content	Pos.	Len...	Σ
Payment Run Date	1	10	
Payment Run ID	2	10	
Schedule Number	3	10	
Paying Company Code	4	10	
Sending Company Code	5	10	
Agency Location Code	6	10	
Payment Office	7	10	
Clearing Document Numbe	9	10	
Posting			
Due Da			
Gross A			

6

Hidden fields

Col. content	Lngth
Accounting Clerk	10
Business Area	10
House Bank	10
Customer Number	10
Customer Name	10

7

Click the single Arrow pointing "Left" ◄ to transfer the hidden field

8

The selected field is now inserted where the user selected; the data will now be displayed in the report

Line w

List width   235

✓ Copy   **9**   Click "Copy"

Change Layout

| Line 1 | Line 2 | Line 3 |

Line 1

Column content	Pos.	Len...	Σ
Accounting Clerk	1	10	
Payment Run Date	2	10	
Payment Run ID	3	10	
Schedule Number	4	10	
Paying Company Code	5	10	
Sending Company Code	6	10	
Agency Location Code	7	10	
Payment Office	8	10	
Payment Method	9	10	
Clearing Document Numbe	10	10	
Posting Date	11	10	

Hidd

Col.

Busi
Hous
Cust
Cust
Com

Fisca
Curr
Payi
Send
Stree
PO E

Changing a Report "Layout" (Cont'd)

Saving the Report "Layout"

Click "More"

1

The added field is now part of the report. As this point the user may utilize the report and discard the changes when finished or Save the new "Layout" for future use

Select "Save layout"

2

Menu

Accounting | Pay

| t filter | Total | Spreadsheet | Local file | Mail recip |

Net Amt | Vend

Details
Sort in Ascending Order
Sort in descending order
Set filter
Total
Spreadsh
Local file...
Mail recipient
ABC Analysis
Change layout...
Save layout...
Save layout...
List status...

				1,000.00	RMT0
				1,000.00	038U
09/02/2008	DCAS1	02/200		1,000.00	0.00	1,000.00	038U
09/02/2008	DCAS1	02/2008	09/02/2008	1,000.00	0.00	1,000.00	038U
09/03/2008	CY01	03/2008	09/03/2008	100.00	0.00	100.00	038U

Layout: Save as...

Layout   **ACCT CLERK** ☑ User-specific

Description   **Display Accounting Clerk Data**

3

Save

4

Click "save"

Enter a "Name" and brief "Description" of the new Layout for Future reference and utilization.
Note: *the "User Specific" checkmark indicates this new user layout is only*

Changing a Report "Layout" (Cont'd)

Utilizing the Saved Report "Layout"

After retrieving a desired report, Click "More"

1

Click "Select layout" *(this option will only be displayed if a "Layout" is saved and available to the current user)*

2

Single-Click on the saved Layout you wish to utilize

3

Details
Sort in Ascending Order
Sort in descending order

Mail recipient
ABC Analysis
Change layout..
Select layout...
Save layout...
List status...

Check on Learning

ch of these reports can be used to determine what Invoices have been paid?
- ➢ ZPMT_WAREHOUSE
- ➢ FMFG_E-ZFZALI00
- ➢ FMRC

ch of these reports can be used to determine what Invoices have NOT been paid
- ➢ ZPMT_WAREHOUSE
- ➢ FMFG_E-ZFZALI00
- ➢ FMRC

➢**A report you are generating is taking too long to process. What option does GFEBS offer that allows you to generate the report and continue your**
Generate reports in the "Background"

ser needs to add or remove Data (Items) for a particular report, what must the u
Change the report "Layout"

What is the use of this "report Butto   ?
Search for a particular item within the report (Amount, Vendor name, etc.)

What is the use of this "report Button ?
Download the report in Excel Format (and other formats)

What is the use of this "report Butto   ?
Displays all the details of a selected transaction.

GFEBS useful Links

GFEBS Home Page

http://www.gfebs.army.mil/

Army Knowledge Online (AKO)

https://www.us.army.mil

milWIKI

https://www.milsuite.mil/wiki/Portal:GFEBS

tment of Defense Financial Management Regulation (DoDFMR)

http://comptroller.defense.gov/fmr/

DFAS-IN 37-100

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

USAFMCOM OST Training materials

http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500

QUESTIONS?

GFEBS

GENERAL FUND ENTERPRISE BUSINESS SYSTEM